

## **Construction Project Management**

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit [www.tn.gov/generalservices](http://www.tn.gov/generalservices).

The Department is currently seeking two interns in Real Estate Asset Management division located in downtown Nashville. This internship opportunity will be with the Capital Projects Group (CPG). The CPG provides management for design and construction of all capital projects, including New Construction, Renovations and Major Maintenance Projects.

The selected interns should expect to report onsite for approximately 20 hours per week and will receive \$10.00 per hour (total internship pay to be approximately \$1600).

As an intern, you can expect to learn about the planning and construction related to new build and renovation projects including: Architecture, Engineering, Land & Space Planning, Estimating, Project budgeting, Project accounting, project closeout.

### **Primary Duties**

As an intern, you can expect to assist with a variety of construction projects across the entire State of Tennessee. Potential projects include parks, office building, parking lots, law enforcement, correctional, and educational facilities. The Capital Projects Group is primarily in an office environment but you should expect there to be opportunities for field site visits, meetings in designer and engineer's offices, as well as meetings with various other state agencies in their offices and field environments.

### **Qualifications**

- Must be pursuing a degree in engineering, architecture, project management, business management, interior design or accounting
- Must have a basic knowledge of Excel
- Must possess a valid driver's license and be willing to travel around the state
- Must possess excellent writing and communication skills
- Strong Excel skills, experience working with computers relative to Microsoft Word, Outlook, and PowerPoint are a plus
- Certificate in introductory project management (e.g. CompTIA Project +) is a plus

To apply for this internship please send the following documents to [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov)

- Resume
- Letter of intent
- Most recent transcript
- 2 letters of professional recommendation